READ INSTRUCTIONS ON NEXT PAGE Page 1 of 2

REQUISITION  1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT TONYA HOWE11/9135517589						PROCUREMENT REQUEST NO.  PR-R7-17-00622  REQUISITION DATE  09/07/2017				
3. ORIGINATING OFFICE DATA Region 7  4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)					A. [	A. X NEW REQUEST  B. CHANGE TO				
						C. MODIFICATION TO CONTRACT OR ORDER NO.				
APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	IN I INITIALS (D)	ROUTING SYMBOL (E)	US	US Environmental Protection Agency				
orsey	ROGRAM OFF	09/08/2017								
ial Interface	COTS	09/08/2017								
Higginbotham	ROGRAM OFF	09/08/2017								
Jackson	R7 PROGRAM	09/08/2017			8. (	8. GOVERNMENT FURNISHED PROPERTY  YES X NO (If "yes," see par. 8 of instructions on next page.)				
		9. DESCRIPTION	OF ITE	MS OR SERVI	CES					
ITEM NO. ITEM OR SERVICE (Include Specifications and Special Instructions)					QUANTI	TTY	UNIT			ESTIMATED COST  AMOUNT
BFY: 17 Fund: 303DD2 Budget C001 DCN - Lin FOB: Destinati Des Moines TCE New Task Order	T Budget Org: (BOC): 2505 3 e ID: 177AW97 on Site- 0725-1	: 7AWOP Prod Job #: 07255 7205-001 Gechnical As	gram FA04	(PRC): Cost:						20,280.81 20,280.81
	NE NUMBER, AND ROUTING ovel1/9135517589  NG OFFICE DATA 7  AL INFORMATION (Suggested states of the control of t	NE NUMBER, AND ROUTING SYMBOL OF PERSON TO Well/9135517589  NG OFFICE DATA 7 L INFORMATION (Suggested supply sources, security of the symbol (B)  D REQUISITIONER  Dracy  ROGRAM OFF  Higginbotham  ROGRAM OFF  Jackson  R7 PROGRAM  ITEM OR SERVICE (Include Specific (B))  Brand Name: N Rec Proc Meth BFY: 17 Fund: T Budget Org: 303DD2 Budget (BOC): 2505 CC001 DCN - Line ID: 177AW97  FOB: Destination  Des Moines TCE Site- 0725-1  New Task Order- EP-S7-13-06	S. APPROVALS  OFFICE DATA  T. LINFORMATION (Suggested supply sources, security data, etc.)  S. APPROVALS  APPROVING OFFICIALS  OFFICIALS  OFFICE DATA  TO STAMPOLY  (A)  DEBOUISHTONER  OTSEY  ROGRAM OFF 09/08/2017  Higginbotham  ROGRAM OFF 09/08/2017  BYMBOL  (B)  OFFICIALS  ROGRAM OFF 09/08/2017  POESCRIPTION  ITEM OR SERVICE (Include Specifications and Special Instru  (B)  Brand Name: N Rec Proc Method: EXISTIN  BFY: 17 Fund: T Budget Org: 7AWOP Proc  303DD2 Budget (BOC): 2505 Job #: 0725.  COULD DON - Line ID: 177AW97205-001  FOB: Destination  Des Moines TCE Site- 0725-Technical As  New Task Order- EP-S7-13-06	NE NUMBER. AND ROUTING SYMBOL OF PERSON TO CONTACT Well / 9135517589  NG OFFICE DATA 7  LINFORMATION (Suggested supply sources, security data, etc.)  5. APPROVALS  PPROVING OFFICIALS (A)  ROUTING SYMBOL (B)  DEQUISITIONER  DESCRIPTION OF ITELE  ITEM OR SERVICE (Include Specifications and Special Instructions) (B)  Brand Name: N Rec Proc Method: EXISTING CO BFY: 17 Fund: T Budget Org: 7AWOP Program 303DD2 Budget (BOC): 2505 Job #: 0725TAO4 COO1 DCN - Line ID: 177AW97205-001 FOB: Destination  Des Moines TCE Site- 0725-Technical Assist New Task Order- EP-S7-13-06	NENUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT 194135517589  NO OFFICE DATA 7  LINFORMATION (Suggested supply sources, security data, etc.)  S. APPROVING PEROVING OFFICIALS (A)  ROUTING (B)  PROVING OFFICIALS (B)  PROSPECTION (C)  PROSPECTION (C)  PROSPECTION (D)  PROSPECTION (D)  PROSPECTION (D)  PROSPECTION (E)  PROSPECTION (D)  PROSPECTIO	REQUISITION  WE NUMBER AND ROUTING SYMBOL OF PERSON TO CONTACT  We 11/9135517589  SO OFFICE DATA 7 A. I. INFORMATION (Suggested supply sources, security data, etc.)  S. APPROVALS  OC.  S. APPROVALS  S. APPROVALS  OC.  OC.  OC.  S. APPROVALS  OC.  OC.  S. APPROVALS  OC.  OC.  S. APPROVALS  OC.  OC.  S. APPROVALS  OC.  OC.  SOURCE  OC.  SOURCE  OC.  OC.  SOURCE  OC.  OC.  OC.  SOURCE  OC.  OC.  OC.  OC.  OC.  OC.  OC.  O	REQUISITION    REQUISITION   REQUING SYMBOL OF PERSON TO CONTACT	REQUISITION    NE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT	REQUISITION  RENUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT  We 11/913517589  209/07/2017  30 OFFICE DATIA 7  LINFORMATION (Suggested supply sources, security data, etc.)  S. APPROVALS  S. CONSIGNEE AND DEST  Region 7 REGIO  US Environment.  112.01 Renner B  Lenexa KS 6621  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  TITEM OR SERVICE (Include Septimetries and Soucial Interviolation)  S. DESCRIPTION OF ITEMS OR SERVICES  S. OOSIGNEE AND DESCRIPTION OF ITEMS OR SERVICES  TO SERVICE (INCLUDE SERVICE)  S. GOVERNMENT FURSION  S. OOSIGNEE AND DESCRIPTION  S. GOVERNMENT FURSION  S	REQUISITION  NE NUMBER AND ROUTING SYMBOL OF PERSON TO CONTACT  Well/9135517589  SO OFFICE DATA 7  LINFORMATION (Suggested supply sources, security data, etc.)  S. APPROVALS  S. APPROVALS  S. APPROVALS  SOURCE  S. APPROVALS  SOURCE  SOURC

## INSTRUCTIONS FOR PREPARATION OF PROCUREMENT REQUEST (PR)

GENERAL - Leave upper right hand corner blank. These spaces are for procurement office use. Complete all applicable blanks.

NAME, PHONE NUMBER AND ROUTING SYMBOL

of person to contact concerning this request.

ITEM 1

ITEM 2 - TYPE OF REQUEST

A. Check "New Request" if this is an initial request.

B. If this is a change to a pending PR, check and enter PR number assigned by procurement office.

C. If PR is for modifying an existing order or contract, check box, and enter order or contract number assigned by procurement office.

 ORIGINATING OFFICE DATA. Enter any internal data needed by the office preparing the PR, such as internal PR number. project or task number etc.

 ADDITIONAL INFORMATION. Use this space to indicate suggested sources of supply, any applicable security classification, or for other instructions or data.

> If the items or services are proposed to be obtained from only one source of supply, furnish a "sole source" justification with the PR.

ITEM 5 - APPROVALS.

ITEM 7

COL.A\_APPROVING OFFFICIALS. Enter typed name and title for approving officials as indicated below:

- (1) Authorized Requisitioner. Signature of person authorized to approve request for procurement action.
- (2) (4) For use as may be required by local instructions.

COL.B\_ROUTING SYMBOL. Self-explanatory COL.C\_DATE. Give date of approval. COL.D AND COL.E\_INTERNAL ROUTING. Use these blocks only if internal review and intermediate approvals are required by approving officials.

 CONSIGNEE AND DESTINATION Enter the name of the consignee and address location where requested items are to be delivered or services are to be performed.

If shipments are to be made to more than one destination, enter words "Multiple Destinations" in this block, and attach a list of the consignee address where shipments are to be made.

 DATE(S) REQUIRED. Enter the date(s) that re-requested items are required. Do not use "as soon as possible" or similar terms. When the requested items and/or services are required sooner than the normal procurement lead-time would permit, a written justification should be attached to the PR. The justification should state why expedited handling is necessary and the probable results if the indicated delivery date(s) is not met.

 GOVERNMENT FURNISHED PROPERTY. If "Yes" is checked, describe each item to be furnished by the Government and state its acquisition cost (estimated if unattainable), and state the use to be made of the

ITEM 9 - DESCRIPTION OF ITEMS OR SERVICES

item(s) by the contractor.

COL.A\_\_ITEM NO. Enter item numbers in numerical sequence.

COL.B\_\_ITEM OR SERVICE. Identify applicable specifications, drawings, and purchase descriptions, and attach a copy of each. Provide Federal Stock Numbers if known and manufacturer's part number, if applicable.

If a brand name or equal product, state the commercial brand name and model, and set forth those characteristics essential to Government needs.

Furnish any special shipping and routing instructions, and any preservation, packaging, packing, and marking instructions.

Furnish any other instructions, such as inspection and testing requirements

COL.C\_QUANTITY. Enter the quantity of each item requested.

COL.D\_UNIT. The measure such as "each", or "set"

COL.E\_ESTIMATED UNIT COST. Use the most current price available, i.e., the reasonable "going market price," as may be obtainable from commercial catalogs, price lists, bulletins, reports, trade journals and the like.

If the requested item or service has been previously procured, and no other more current pricing data is available, use last known purchase price.

COL.F\_ESTIMATED TOTAL COST. Enter the total estimated cost for each item and grand total cost for all items.

TEM 10 - ACCOUNTING DATA. Enter the appropriations(s) under which funds have been made available, and any other accounting data required.